# POSITION DESCRIPTION

**Chief Financial Officer, Department of Energy**

|  |
| --- |
| **OVERVIEW** |
| Senate Committee | Energy and Natural Resources This CFO is covered by the CFO Act of 1990 that may be filled through appointment by the president, with the advice and consent of the Senate, or through designation by the president from among agency officials who have been confirmed by the Senate for other positions.[[1]](#endnote-1) |
| Agency Mission | To ensure America's security and prosperity by addressing its energy, environmental and nuclear challenges through transformative science and technology solutions. |
| Position Overview | The mission of the Office of the Chief Financial Officer is to assure the effective management and financial integrity of Department of Energy programs, activities and resources by developing, implementing and monitoring department-wide policies and systems in the areas of budget administration, program analysis and evaluation, finance and accounting, internal controls, corporate financial systems and strategic planning. CFOs also play a crucial government-wide role. |
| Compensation | Level IV $155,500(5 U.S.C. § 5315)[[2]](#endnote-2) |
| Position Reports to | Secretary of energy and deputy secretary of energy  |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, the Department of Energy had a budget of $27.391 billion. In 2016 DOE had 14,499 nonseasonal full-time permanent employees. The OCFO houses the Office of Finance and Accounting, the Office of Budget and the Office of Corporate Information Systems. However, the CFO oversees the financial management of the entire department. |
| Primary Responsibilities | * Serves as the principal advisor to the secretary and other departmental officials on matters relating to the department's financial resources.
* Provides for and assures the financial integrity, formulation, execution and analysis of the department's annual and multi-year budget.
* Develops and maintains an integrated agency-wide financial accounting system, including systems for cash management, credit management and debt collection, with appropriate financial reporting and internal controls.
* Provides for consolidated finance and accounting services.
* Plans and performs department-wide reviews to determine compliance with the requirements of the Federal Managers' Financial Integrity Act and departmental accounting and financial policy.
* Provides required reports which include a description and analysis of the status of financial management in the department, annual financial statements, audit reports and internal accounting and administrative controls systems.
* Manages departmental payroll services and, as appropriate, cross-servicing to other federal agencies.
* Develops the Department of Energy strategic plan.
* Serves as liaison to the Office of Management and Budget (OMB) and to the congressional appropriations committees for all matters related to the departmental budget.
* Provides oversight and guidance to field offices on financial management activities.
* Budgets for and maintains the Department of Energy Working Capital Fund.
* Reviews and makes recommendations on mission need statements (critical decision - 0) for proposed acquisition of new capital assets.
* Develops program performance measures, manages the department's performance tracking system and serves as the department's principal advocate for improved performance management.
* Oversees the recruitment, selection and training of personnel to carry out agency financial management functions, as well as manages, trains and provides policy guidance and oversight of these personnel and their activities.
* Takes the lead role in enterprise risk management.
 |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Strong background in federal financial management
* Executive leadership experience
* Experience working in a large organization
* Risk management experience
* Knowledge of the department’s functions and policies
* Knowledge of federal budget formulation
* Familiarity with cyber technology a plus
* Background in data analytics a plus
 |
| Competencies | * Ability to collaborate with the chief information officers, under/assistant secretaries for administration/management, as well as other CFOs and OMB via the CFO Council
* Knowledge of and relationships with/ability to develop relationships with Congress
 |
| **PAST APPOINTEES** |
| Joseph Hezir (2014 to 2017) – Research Engineer and Executive Director of The Future of Solar Energy Study at MIT’s Energy Initiative; Vice President and Managing Partner of EOP Group, Inc.; Executive Vice President of EOP Education, LLP and EOP Foundation, Inc. |
| Steven Jeffrey Isakowitz (2007 to 2013) – Deputy Associate Administrator for the Exploration Systems Mission Directorate at NASA; Science and Space Programs Branch Chief at the Office of Management and Budget |
| Susan Johnson Grant (2004 to 2007) – Chief Financial Officer and Director of Corporate Resources for the Defense Finance and Accounting Service |
| Bruce Marshall Carnes (2001 to 2004) – Deputy Director of Defense Financing and Accounting Services at the Department of Defense; Director of Planning, Budget and Administration at the Office of National Drug Control Policy; Deputy Undersecretary of Education |

1. CRS report: Presidential Appointee Positions Requiring Senate Confirmation and Committees Handling Nominations, 2016 [↑](#endnote-ref-1)
2. The Consolidated Appropriations Act, 2017 (Public Law 115-31, May 5, 2017), contains a provision that continues the freeze on the payable pay rates for certain senior political officials at 2013 levels during calendar year 2017. [↑](#endnote-ref-2)